



MOHAMMED RIYAS

DOHA, QATAR

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CAREER OBJECTIVE

Responsible for applying professional knowledge and skills in the preparation and presentation of financial and other decision oriented information to assist management in the formulation of policies and in the planning. Responsible for managing the business team and having to report relationships and responsibilities to the corporation's finance organization.

PERSONAL PROFILE

Master of Business Administration (finance) graduate with more than seven (7) years extensive hands on working experience in the field of Accounts, Sales and Administration in INDIA and UAE. Possess extensive knowledge of working MS Office. Associated with various companies in United Arab Emirates and India in capacity of a Sales and Accounts Manager.

SKILLS & EXPERTISE

Accounting	Accounts Payable	Accounts Receivable	Accounts Reconciliation
Profit maximization	BankReconciliation	Journal Entries	Auditing
Business Planning	Co-ordination	Financial Reporting	General Ledger
Payroll	Marketing	Market Analysis	Financial Analysis
Internal controls	MIS	Forecasting	Financial Accounting

PROFESSIONAL EXPERIENCE

- 3 years of experience as Sales and Accounts Manager with MICROLINE TRADING L.L.C, DUBAI, UAE.
- 3 years of experience as Accountant and Admin Management with Six Stars Mobile Phone TR LLC, sharjah, UAE.
- Eight months of experience as Internal Auditor with Moulana Hospital Pvt Ltd.Kerala, INDIA
- One Year of experience as Accountant with Orchid Fashion center Gudalur , TamilNadu, INDIA

Job Role & Responsibility

OCT2013 – JAN2017 – Micro Line Trading L.L.C., Dubai, UAE

(Business Partner with DU Telecommunication in UAE, Dealing with Mobile Phones Trading and Du Products and wasel Sim cards)

RESPONSIBILITIES- SALES MANAGER:

- Managing a Business team Both Prepaid and Postpaid and achieve the company goal.
- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.
- Maintains sales volume, Product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Contributes to team effort by accomplishing related results as needed.
- Verifying Daily Base Simcard Activations and coordinating with the sales team to improve the sales and to do more Activation.
- Reconciliation on Customer wise Sales Reports on Daily, Monthly Basis and promoting the customer to do more sales and to achieve our company goal.
- Periodical checking on salesman wise uncollected Applications and promoting them to collect the application on the proper time schedule.
- Managing Activation and Application Staff and promoting them to achieve the company goal.
- As a team contributing to achieve the Du Targets.

RESPONSIBILITIES- ACCOUNTS:

- Oversees the daily accounting activities required to maintain the Authority's general ledger. Supervises, directs, and reviews the work of the accounting staff (including, but not limited to, cash Reconciliations check runs, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc.)
- Resolving financial issues.
- Reviews general ledger on a monthly basis to ensure accuracy of posting.
- Coordinates monthly, quarterly, and annual closing activities.
- Makes and implements recommendations to improve accounting processes and procedures.
- Maintains organized set of detailed records and files to document financial transactions.
- Analyze and interpret financial information that corporate executives need in order to make sound business decisions.
- Responsible for managing the business team and having to report relationships and responsibilities to the corporation's finance organization.
- Calculation of monthly & quarterly Sales Target & Product incentives and commission for sales personals

OCT2010 to Sep2013 - Accountant - Six Stars Mobile Phones TR L.L.C., Sharjah, UAE

(Master Dealer with DU Telecommunication in UAE, Dealing with Mobile Phones Trading and Du, Etisalat Prepaid Simcards)

RESPONSIBILITIES:

- Treasury Manage
- Exception finding and solving of Purchase, Sales, Cash & Bank Transactions
- Handling the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports.
- Handling and overseeing all accounts payable and Receivable.
- Generation of monthly sales and collection report
- Customer Account Reconciliation and responsible for reviewing aged receivables
- Communication to the customers and suppliers.
- Planning, controlling, co-ordinating various business activities.
- Working on bank reconciliation and supplier reconciliation accounts
- Online banking: daily bank transaction verification, fund transferring, and overseeing a balance in outgoing and incoming funds.
- Maintenance of inter branch transactions and reconciliation
- Petty cash Handling
- Stock Monitoring
- Calculation of monthly & quarterly Sales Target & Product incentives and commission for sales personals
- Calculation of monthly Activation, Sales man wise monthly Activation and total Application collection and submission.

2009-2010: Internal Auditor, Moulana Hospital Pvt Ltd, Kerala, INDIA.

(Moulana Hospital is an ISO 9001:2000 certified Hospital established in the year 1990. Moulana hospital is a super specialty Referral Hospital with modern facilities and services and incapacity of 500 beds.)

RESPONSIBILITIES:

- Helping to ensure that the firm is run efficiently, public records kept accurately, and taxes paid properly and on time.
- Managing Hospital various departments and achieving good results.
- Promoting Team work and achieving the goal of the firm
- Verifying purchase bills, vouchers, sales bills, sales return bills etc.
- Maintaining proper Books of Account properly & accurately
- Verifying suspense bills.
- Finance to be analyzed and verified properly.
- Promoting colleges to develop the organization, increasing sales, better customer relationship etc...
- Verifying expiry medicines, Non-moving Medicines, doctor wise Non-moving medicines to avoid such medicines from pharmacy.
- Verifying Credit notes
- Promoting Service to people through the organization.
- Monitoring frauds in the organization, correcting errors, and contributing to achieve the goal of the Hospital.

EDUCATIONAL BACKGROUND

- Master of Business Administration (Finance Management) with Bharathiyar University, India. in the year 2008-2010
- Bachelor of Commerce (Computer Applications) with Bharathiyar University Arts & Science College, Gudalur , India in the year 2005-2008
- HSC (+2) With Govt Hr Sec School , Gudalur, India in the year 2003-2005

ADDITIONAL SKILLS

- MS Excel
- Microsoft .Net
- Visual Basic

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 27 Oct 1987
Marital Status : Single
Languages Known : English, Malayalam, Tamil and Hindi

VISA & PASSPORT DETAILS

Passport No : R-7490528
Passport Issue : 10.01.2018
Passport Expiry : 09.01.2028
Issued At : Coimbatore, TamilNadu, India
Visa : Business/work Visit

REFERENCE :

Saju Uthuppan	Senior Accounts Manager – du telecom	Mob#971556187599
Shiyabu Ibrahim	Accountant	Mob# 971527676288
Sherin	PRO- QATAR	Mob#97455171954

DECLARATION

I do hereby declare that the information given in this form is true to the best of my knowledge and belief.

Place: DOHA

yours faithfully,

Date:

(Mohammed Riyas.I)

